



BROOKVIEW
MONTESSORI SCHOOL

Community Handbook

Revised 5/19

Table of Contents

Who We Are.....8

WELCOME 8

OUR MISSION 8

OUR VISION 8

OUR CORE VALUES 8

AFFILIATIONS 8

GOVERNANCE 9

FACULTY AND STAFF 9

THE CLASSROOM..... 9

EDUCATIONAL PROGRAMS 10

How We Work.....14

ADMISSIONS..... 14

ENROLLMENT 16

CLOTHING GUIDELINES 21

SHARING IN CLASSROOMS..... 22

BIRTHDAYS 22

HOLIDAYS, CELEBRATIONS AND TRADITIONS 22

STAFF APPRECIATION 22

STUDENT RECORDS 22

How We Communicate23

COMMUNICATION METHODS..... 23

CONCERNS/PROBLEMS 24

Health & Safety24

HEALTH AND WELLNESS 24

HEALTH CARE PRACTICES AND PROCEDURES..... 25

SICKNESS AND ILLNESS..... 26

ACCIDENTS AND EMERGENCIES..... 27

EMERGENCY PREPAREDNESS..... 27

CODE OF CONDUCT 28

CELLPHONE POLICY 29

DISCIPLINE POLICY 31

What You Can Do	37
BE INFORMED	37
COMPLETE FORMS.....	37
PARENT EDUCATION	39
VOLUNTEERING, PARENT PARTICIPATION & COMMUNITY INVOLVEMENT	39

Who We Are

WELCOME

Thank you for choosing Brookview Montessori School for your child. Since 1975, we have offered an authentic Montessori education for a diverse group of students in Southwest Michigan. Currently, we offer programs from infancy through eighth grade. A Montessori education focuses on the development of the whole child – cognitive, physical, social and emotional and our philosophy is based on the belief that all children are intelligent, and they each learn in their own special and unique way. By providing an environment that meets the needs of the whole child, students joyfully and naturally involve themselves in their own learning and achieve.

OUR MISSION

Brookview Montessori School exists to celebrate individuality and ignite passion for learning in an authentic Montessori environment.

Our mission thrives on support from a multi-cultural, diverse, and dedicated community of teachers, staff, parents, and friends who work together to awaken in each child a spirit of inquiry, exploration, independence, resilience, adaptability, self-esteem, service, and respect for all people.

OUR VISION

Our vision is to be recognized as the premier provider in Southwest Michigan of an authentic Montessori education from infancy through middle school.

In support of that vision, Brookview strives to create programs that encourage children to reach their full potential.

In order to accomplish this, we:

- Immerse our students in an environment committed to academic excellence
- Develop their ability to use and appreciate the arts
- Promote the development of a lifelong environmental awareness and an ethic of stewardship
- Provide the opportunity to gain fluency in Spanish
- Celebrate diversity in our community

OUR CORE VALUES

Our vast Montessori curriculum rests on the following:

- Respect
- Trust
- Community Commitment
- Global Perspective

AFFILIATIONS

Brookview Montessori School is a full member of the American Montessori Society (AMS). We also hold memberships to the International Montessori Council, the Michigan Montessori Society, and the Montessori Consortium of the Great Lakes. Brookview Montessori School is recognized by the Michigan Department of Education as a non-public school serving children from infancy through middle school. The infant, toddler and primary programs are licensed by Bureau of Licensing and Regulatory Affairs of

the State of Michigan (LARA). We maintain a Licensing Notebook, as required by Michigan law. This notebook contains licensing inspection reports, special investigation reports and corrective action plans. The notebook is available to parents for review during regular business hours.

GOVERNANCE

Brookview is a close-knit community of students, educators, parents, and friends of the school who work together in determining how the values, goals and vision of Brookview Montessori School are realized.

The Brookview Montessori School Board of Directors is charged with supporting the mission of the school through governance, fundraising and budget oversight.

The Board is structured to have 7-15 members: 9 current Brookview parents; 3 current faculty representatives, and 3 representatives from our surrounding community who are not current Brookview parents.

Brookview is recognized by the Department of Education as a 501(c)(3) Non-profit institution. We are a Membership Organization, and all current parents are considered members. Board Meetings are held at Brookview six times per year and are open to all members of Brookview Montessori School.

Our By-Laws and our Articles of Incorporation can be found on our website at <http://www.brookviewschool.org/governance.asp>.

FACULTY AND STAFF

Each of our Montessori Lead teachers has been trained through a MACTE (Montessori Accreditation Council for Teacher Education) accredited Montessori Teacher Education Program. Many of our Assistant Teachers have attended Montessori Assistant Training.

Teachers' responsibilities include:

- Presenting Montessori curriculum through the use of hands-on materials.
- Observing and following the child by tailoring instruction to fit the child's developmental needs and interests.
- Preparation of the environment in accordance with the Montessori philosophy.
- Maintaining open and honest communication with parents.
- Training and supervising interns and assistants.
- Cooperating as a School-wide Education team to fulfillment of the School's mission, and maintain good parent-teacher communications.
- Faculty participate in professional development activities each year. These might include an in-service day with a visiting expert in the field, attending Montessori conferences and workshops, and visiting other Montessori schools to observe in the classroom. Also included are CPR and First Aid Training, homeland security training, and other continuing education programs as determined by the Executive Director and the Education Director.
- Lead Teacher bios and contact information are available on our website at <http://www.brookviewschool.org/leadership.asp>.

THE CLASSROOM

Brookview’s classrooms offer a stimulating hands-on experiential curriculum based on the well-established areas of Montessori education – practical life, sensory-motor development, language, mathematics, science, history, geography, and cultural studies. Visually interesting, hands-on, concrete learning materials are used in multi-age classroom settings. The teacher is considered a facilitator/guide in the learning process. Through careful observation and guidance, children are directed by teachers toward meaningful learning activities. The children learn to work independently; they learn to build concentration and self-discipline while developing their own interests and abilities. When they experience our Elementary and Middle School programs, children also develop the skills to work collaboratively, identify and solve problems, think critically, and manage time while studying a challenging academic curriculum.

One of the highlights of a Montessori education is the concept of an uninterrupted work period, which allows the child to work through tasks and responsibilities at her own pace. All programs can be expected to maintain an uninterrupted work period, depending upon level: at the Toddler level the work period is 1 to 1.5 hours; Primary level work period is 2 to 3 hours; Lower and Upper Elementary students complete a 3 hour uninterrupted work cycle daily. For both Infant and Middle School programs, the work cycle varies by setting, and depends on factors such as infants’ schedules or the number of students or teachers within a program.

EDUCATIONAL PROGRAMS

Brookview Montessori School operates Monday-Friday from 7:00am to 5:20pm. The school’s calendar can be found on our website at www.brookviewschool.org/calendar.asp.

Infant

- Begin at 6 weeks of age and continue to approximately 18 months, based on the child’s developmental readiness to transition into the toddler program.
- Enrollment is for five consecutive full days per week; a limited number of spaces are available for three consecutive full days per week.
- Warm and inviting home-like environment that nurtures infants as they learn to roll, sit, walk, and talk.
- The physical environment is organized to maximize freedom of movement, exploration and control:
 - High chairs and swings are not used;
 - Mattresses are lowered to ground level once the child is 12 months old;
 - Low shelves house objects of different textures & colors;
 - Bars for pulling up and stairs for climbing are present;
 - Eating area is set up with child-sized seats and tables;
 - Teachers follow each child’s schedule for eating, exploring, and sleeping;
 - A quiet sleeping area is provided where each child rests on his or her own blankets from home;
 - Soft music is played in the background.

Typical Daily Infant Routine

7:45-8:00am	Classroom Arrival
8:00-9:30	Breakfast & Working with language, mathematics & science materials
9:30-12:30pm	Nap time, snack & socialization
11:20am	AM Dismissal to parents

12:30-2:00	Lunch, nap & classroom environment interaction
2:00-5:20	Snack, nap, read aloud & listening to music/singing
3:20	PM Dismissal to parents
5:20-5:40	Dismissal to parents

Toddler

- Designed for children from approximately 18 months to 3 years
- Enrollment options are 3 or more consecutive full days or 5 half-days per week
- Similar home-like classroom as infant program with the addition of more complex activities that:
 - Focus on development of independence and self-mastery;
 - Promote movement, exploration, and discovery;
 - Develop eye-hand coordination (e.g. string beads, sequence cubes, arrange objects in pegs, match pictures, complete puzzles, and paint);
 - Promote early literacy skills as children sequence objects, match pictures, and use vocabulary enrichment exercises;
 - Spanish lessons and music lessons are offered.

Typical Daily Toddler Routine

7:45-8:00am	Classroom Arrival
8:00-9:45	Child-initiated individual work time, including language, mathematics and science materials. Snack is offered.
9:25-9:40	Spanish or other Special
9:45-10:00	Transition to physical development
10:00-10:50	Physical development (outdoors whenever possible)
10:50-11:00	Lunch preparation & Clean up after physical activity
11:00-12:00pm	Lunch
11:20am	Begin AM Dismissal
12:00-12:30	Self-directed work time
12:30-2:30	Nap or quiet work time for non-nappers
2:30-4:30	Quiet self-directed work time, snack, presentation of materials used during morning work time
3:20	Begin PM Dismissal/Transition to After School programs
4:30-5:00	Recess with physical activity
5:00-5:20	Prepare for dismissal
5:20	Begin After School Dismissal

Primary

- Designed for 3 to 6-year-old children.
- Enrollment options are 5 half-days or 5 full days per week.
- Children explore and investigate well over 150 activities in the areas of art, geography, history, language, mathematics, music, practical life, science, and sensorial.
- Children develop understanding, self-confidence, initiative, persistence, independence, concentration, orderliness, cooperation and respect for others.
- Spanish lessons and music lessons are offered.

Typical Daily Primary Routine

7:45-8:00am	Classroom Arrival
8:00-10:30	Presentations and independent work time
9:40-10:10	Spanish (see detailed Specials Schedule)
10:30-11:10	Playground time
11:20am	Begin AM Dismissal
11:20-12:15pm	Lunch
12:15-12:30	Read aloud/Line time/Independent book reading
12:30-2:00	Nap time (non-nappers rest from 12:45-1:05)
1:00-2:15	Independent work time for non-nappers
2:15-2:50	Playground time
3:00	Begin PM Dismissal/Transition to Todo el Dia programs
5:20	Begin After School Dismissal

Elementary

- Offers Montessori education for 6- to 9-years old (lower elementary) and 9- to 12-years old (upper elementary).
- Classes meet from 8:00am to 3:20pm, Monday through Friday.
- Students study a broad curriculum emphasizing exploratory materials designed to provide instruction in math, geometry, geography, history, botany, zoology, anatomy, language arts, chemistry, physics, earth science, and world cultures.
- High priority is given to allowing the child's spontaneous investigation, exploration, and natural development.
- Art and music are taught and integrated into the classroom curriculum whenever possible.
- Lifelong fitness, which focuses on "Sports for Life" is encouraged and incorporated into the Physical Education curriculum, including activities such as swimming, bowling, tennis, golf, dance and yoga. For some of these activities students travel to places such as South Shore Health & Racket Club and the Citadel Dance & Music Center.
- Spanish lessons are offered several times per week.
- Visiting specialists teach natural science, creative writing, yoga, and agriscience.

Typical Daily Lower Elementary Routine

7:45-8:00am	Classroom Arrival
8:00-11:40	Independent Work Time
9:00-10:00	Spanish (small group, in classroom)
11:45-12:15pm	Outside Time
12:15-12:45	Lunch
12:45-1:00	Jobs & Silent Reading (or Read Aloud)
1:00-1:40	Spanish (small group, in classroom)
1:00-3:00	Independent Work Time (when not participating in Specials)
3:00-3:10	Clean Up & Line Time
3:10-3:20	Begin General Dismissal

Typical Daily Upper Elementary Routine

7:45-8:00am	Classroom Arrival
8:00-11:30	Presentations & Independent Work Time

10:00-11:00	Spanish (small group, in classroom)
11:20-11:30pm	Lunch Crew sets up
11:30-12:00	Moment of Gratitude & Lunch
12:00-12:10	Individual cleanup, Lunch Crew finishes
12:10-1:00	Playground Time
1:00-1:30	Read aloud
1:30-3:00	Presentations & Independent Work Time
3:00-3:20	Job Time
3:20-3:40	Begin General Dismissal

Middle School

- Based on Dr. Maria Montessori’s vision for young adolescents.
- Classes meet from 8:00am to 3:20pm, Monday through Friday.
- Over the course of 2 years, 7th and 8th grade students receive instruction from multiple faculty members and explore a broad curriculum of the sciences (including agriscience), world and American history, math (algebra and geometry), language studies, literature, and conversational Spanish.
- Instruction is organized into interdisciplinary units integrated by theme allowing for learning to occur within context.
- Interdisciplinary studies are augmented with a variety of field experiences that may involve community service, job shadowing, and overnight trips.
- Additional instruction takes place in the fine and performing arts, Spanish, and physical education.

Typical Daily Middle School Routine

8:00-10:00am	Literature – 8th Grade (non-ESL students) Assignment Work (ESL students)
10:00-10:10	Morning Meeting
10:10-11:00	Language Arts
11:00-12:00pm	Spanish – 8th Grade Chinese
12:00-12:30	Lunch
12:30-1:45	History
1:45-3:00	Extended Work Period
3:00-3:20	Wrap up

Early Bird, Todo el Día & After School

Before and after school programs are available for parents needing extended child care:

- The Early Bird Program runs from 7:00 to 7:45 am
- The Todo el Día Program runs from 3:00 to 5:20 pm
- The After School Program runs from 3:20 to 5:20 pm

Infant and Toddler Programs offer care until 5:20 as part of those particular programs when selected. Early Bird, however, must be signed up for separately.

For parents requiring these services on an ongoing basis, they may be incorporated into the enrollment contract and selected tuition payment plan. Parents wishing to use these programs on a drop-in basis should note that space is limited. Please contact the Front Desk (phone 269-925-3544) as soon as you know you will require before or after school care for your child(ren).

After School Studios

- May be offered to primary, elementary, and middle school students for an additional cost
- Studios offered vary throughout the year. Examples include photography, Zumba, Spanish, music, ceramics, cooking, and theater

Summer Camps

- Are available for primary and elementary students. Camps are thematically based and involve a combination of Montessori education and summer fun. Primary camps usually explore two different themes during the summer, such as The Mesozoic Era, The Amazon Rainforest, or Great Artists and Their Work. Elementary Camps have weekly themes and are taught by a different instructor each week. Subject areas include Simple Machines, The Weather, Geology, Sustainability, Math Camp, and Theatre Camp.
- Week by week registration is allowed for Summer Camp.
- The Infant/Toddler Summer Program is just like the school year program but is contracted separately since week by week registration is also allowed.

How We Work

ADMISSIONS

Brookview Montessori School welcomes and considers all applications on the basis of equality without regard to religion, race, color, national origin, age, sex, marital status, height, weight, gender identity or sexual orientation as well as children with moderate exceptionalities provided the school and family agree placement would be appropriate. Brookview Montessori School seeks to admit students and families who share and support our educational goals and values. The following priorities are observed in determining admission:

- Classroom space availability;
- Currently enrolled students;
- Siblings of currently enrolled students;
- Balancing of ages and genders in each classroom;
- Transfers from other Montessori schools; and
- Student Evaluation.

Receipt of an application and application fee does not guarantee placement. New applications are reviewed, and placements are made as appropriate openings occur.

The admission process at Brookview Montessori School begins with a tour of the school. During this tour, prospective parents will have a chance to see the campus, observe classrooms of several different programs, and speak with the Executive Director or a Faculty member. This visit is intended to give both parties time to determine if the partnership between the family and the school is the right one. Once a family decides to apply, they must complete an application and return it to the office with a non-refundable application fee. Depending on the age of the student and the time of year that the application is submitted, students may be invited to visit the classroom, or meet with the teacher after

school. Upon acceptance, an Enrollment Agreement will be issued. Upon the return of the completed Enrollment Agreement, the student will be placed in a class.

Admission decisions for all students are made by the teaching and administrative staff.

For students applying to the Elementary or Middle School Programs who do not have two immediately previous years of Montessori experience, the following procedure will be followed:

The Executive Director will initially offer a tour of the school and communicate the details of the admission process with the prospective parent(s) or legal guardian(s) prior to involving the prospective student. The Executive Director will then schedule an hour-long visit for the student to spend time and be observed in the classroom in which they will enroll. Immediately following the visit, the student will be interviewed by a committee consisting of one teacher from the potential classroom, one teacher from another elementary or middle school classroom, and the Executive Director. The Executive Director may designate another faculty member to participate in the interview in his or her place.

The Executive Director will convene with the committee, and communicate with the student's parents within 48 hours, and inform them as to whether the child can be enrolled, whether further evaluation or information is needed, or whether enrollment will not be granted.

If the Committee makes the unanimous decision that the prospective student would likely be a good fit in the Brookview Community and would likely contribute to a mutually beneficial Montessori learning environment, the prospective student will be offered probationary admission to Brookview Montessori School. After a three-month period, provided the student is thriving, the probationary period will be considered complete, and the student fully matriculated.

Waiting Pool

If a place is not immediately available, your child's name will be kept in our wait pool. As openings become available, we will consider applicants from the wait pool.

Students with Learning, Behavioral, Physical, and/or Emotional Needs

The Montessori educational model is well-suited to children with different needs and learning styles. There is an emphasis for all children to work at their own pace using an individualized program and multi-sensory materials. However, Brookview Montessori School does not employ special education teachers or support staff trained to deal with students who have learning, behavioral and/or emotional needs. In order to obtain an optimal relationship with Brookview, the parent(s) or legal guardian(s) of prospective students with learning, behavioral and/or emotional needs, suspected or diagnosed, must be honest in their communications with the school and are obligated to provide the school with all of the necessary information to permit the school to make an informed decision about the extent and scope of the prospective students learning, behavioral and/or emotional needs, including, upon request, all documentation regarding diagnoses, evaluations and assessments of the prospective student performed by professionals as well as pertinent academic, behavioral and medical records from transferring schools.

Any parent(s) or legal guardian(s) who suspect that their child may have unique learning, behavioral and/or emotional needs that are interfering with his/her academic achievement, they may request that the Berrien County Regional Education Service Agency (Berrien RESA, 269-471-7725) perform a screening of their child's developmental progress. It is important to note that a school-based referral is

not required for concerned parent(s) or legal guardian(s) to contact Berrien RESA. However, parental or a legal guardian's consent is required before their child's developmental progress can be evaluated.

Brookview recognizes that, in some situations, it will be determined that a student who has learning, behavioral and/or emotional needs is not a good fit in the Montessori Community and that continued attendance by that student does not contribute to a mutually beneficial learning environment. In the event Brookview determines that the behavior or academic achievement of the student does not meet Brookview standards, it reserves the right to deny enrollment or to require the student's dismissal at any time during the school year. In addition, Brookview reserves the right to dismiss the student in the event Brookview determines that it is unable to meet the needs of the student. Such determinations shall be made by the Executive Director in his or her sole discretion. In these cases, the parent(s) will not be liable for the remaining prorated portion of the tuition for an academic year between the date of the dismissal notification by the Executive Director and the termination date set forth in the Enrollment Agreement.

ENROLLMENT

Once your child is admitted, the office will prepare an enrollment agreement and tuition and fee statement. A non-refundable Enrollment Deposit is due upon signing the Enrollment Agreement and Tuition and Fees Statement to guarantee a child's spot in a program.

Parent(s) of a current Student shall pay a \$250 non-refundable Enrollment Deposit to be applied toward tuition for each child in that family even if one of the children is a prospective new student.

Parent(s) of a prospective new student who has no siblings currently enrolled at Brookview (New Family Student) shall pay a \$1,000 non-refundable Enrollment Deposit to be applied toward tuition.

In the event the Parent(s) choose to withdraw a New Family Student prior to the Starting Date specified in the Tuition and Fee Statement (Starting Date), the New Family Student shall be given the opportunity to begin attendance within three weeks of the Starting Date in order to have the non-refundable Enrollment Deposit of \$1,000 applied toward tuition and avoid a forfeit of the deposit, provided that the Executive Director may extend the three week period in his/her sole discretion.

In the event the Parent(s) of a New Family Student forfeit the Enrollment Deposit and desire to re-apply for admission at a later date, the Parent(s) will be required to pay a new Enrollment Deposit of \$1,000 and the New Family Student will have lost any enrollment priority he/she may have had and will be placed in a wait pool if there is not an opening in the program for which the New Family Student has enrolled.

Enrollment Agreements. Issued annually and run from the child's starting date until the end of the school year (usually the first week of June).

Tuition payment. You may elect to pay tuition in full by August 31st or monthly with a FACTS tuition payment plan.

- Full payment: May be made by check (payable to Brookview School), cash, Visa, or Master Card (there is a 3% surcharge for credit card payments). A \$25.00 fee will be charged by Brookview Montessori School if any check is returned due to insufficient funds. The School will accept only money orders or cash if two or more checks are returned due to insufficient funds.

- FACTS Tuition Payment Plan—You may choose one of the following payment plans:
 1. 12 monthly payments (June through May)
 2. 9 monthly payments (September through May)
- FACTS payments can be made by direct withdrawal from your checking or savings account, Master Card, Discover, or American Express (there is a 3% surcharge for credit card payments).
- Online Enrollment in the FACTS payment plan must be completed to fulfill the terms of your enrollment agreement and ensure a place for your child in the Program.
- Parents/guardians currently enrolled in a FACTS payment plan do NOT need to complete another agreement online.
- Upon receipt of your selected payment plan on the signed enrollment agreement, Brookview School can electronically complete an agreement for you.
- Parents/guardians will receive a confirmation letter from FACTS outlining your selected payment plan.
- Parents/guardians who wish to enroll in the FACTS payment plan can fill out an agreement online by going to www.brookviewschool.org, click on the Prospective Parent tab, and click on Admissions, then click on Sign up for Facts.
- Payments for the summer programs, before and after school programs, and any other programs may be included in your FACTS payments. If you are including summer programs, we encourage you to choose the 12-month payment option.
- FACTS charges a fee of \$45 to set up an account per year.
- There are no refunds given for extended vacation time or days missed due to illness.

Tuition Discounts:

- Volume Discount: Tuition totals will correspond to the following discounts below and cannot be combined with any other discounts.
 - \$20,000 = 5%
 - \$25,000 = 10%
 - \$35,000 = 15%
 - \$45,000 = 20%
- Referral Discount: Brookview offers a referral discount to families who refer another family who subsequently enroll their child(ren).
 - A tuition discount (1 per student) will be given to the referring family at the end of the school year for which the new family enrolled.
 - The new family must inform Brookview, who they were referred by. If the new family has been referred by two different families, the discount will be divided evenly between both referrals.
 - The discount applies for each new student, with no limit per family.
 - The discount will be \$1,000 per student, regardless of when the new student starts during the school year.
 - Brookview employees with enrolled children do not qualify for this discount.
 - Discounts are not transferable. If the referring family has prepaid their yearly tuition, Brookview will reimburse them for \$1,000. Families on monthly payments will receive the \$1,000 discount as a reduction in their next scheduled monthly FACTS payment.
 - If the referral happens during the summer, the referring family needs to be enrolled for fall in order to receive the discount.

Additional Charges. Additional charges may be made according to the activity (e.g. special field trips, transportation fees, supplies, and extracurricular programming). Additional fees such as a Direct Classroom Fee, Volunteer Deposit, and Auction Tickets are included in the Statement of Tuition and Fees.

There are no refunds for days not attended, extended travel, or days on which the school is closed because of inclement weather.

Tuition Assistance. Brookview School offers tuition assistance for families in need, up to the limitations of our budget (not available for the Infant-Toddler program). This program cannot cover all costs but could offset payments for eligible families. The process is confidential and is managed through the FACTS Grant & Aid Assessment Service.

- Applications for tuition assistance may be made online at www.factstuitionaid.com (click on “applicant sign-in”).
- There will be a \$45 fee for the application.
- Instructions may be obtained online.
- When entering the cost of your program, please include before school, after school, and summer programs if you are participating.
- Do not forget to upload or fax your supporting documents to FACTS.
- The tax information needed to verify your application is shown online in the FGAA Checklist.
- FACTS will collect and verify your information and make a recommendation for tuition assistance to Brookview Montessori School. The final decision to offer tuition assistance rests with the school.

Withdrawal and Termination Policy. Please see your Enrollment Contract for the most recent policy and financial considerations for withdrawal or termination.

SCHOOL ORIENTATION

We are committed to helping families (new and returning) transition smoothly into the academic year and the Brookview School community. As such, we have a variety of initiatives aimed at connecting families and enhancing communication which takes place during the “back to school night”.

BUILDING ACCESS

- **Swipe cards.** Brookview School is locked during the school day. Parents/guardians have access to the building Monday through Friday between the hours of 7:00 am and 5:40 pm through the use of a magnetic swipe card encoded with a specific access code. Two swipe cards are distributed to parents/guardians upon enrollment. For security purposes, the number of cards is restricted to two per family. No cards will be issued to students.
 - If a card is lost, please report it to the Office so that it may be de-activated. Replacement swipe cards may be purchased for \$10.00.
 - Cards must be returned when your child’s enrollment at Brookview ends. The family’s final account statement will reflect fees for unreturned swipe cards.
- **Guest Sign-In.** Upon entry into the school, all guests must report to the Front Desk, sign in, and receive a visitor’s badge. Guests must sign out when they leave the building.

ATTENDANCE/TARDINESS

In order for your child to gain as much as possible from an educational program, **TIMELY ARRIVAL AND REGULAR ATTENDANCE ARE EXPECTED.** We take seriously the negative effects of tardiness and absenteeism on a child's mastery of social skills and educational endeavors. Also, for safety reasons, staff must know which children are in the building at all times.

- If your child is going to be absent, please call the School before class begins giving the child's name, classroom, and reason for absence.
- If you keep your child home from school in observance of a religious holiday or vacation, please let your child's teacher know in advance with a written note indicating the dates of and reason for the absence.
- If you arrive after 8:00 am for morning drop off, please park and bring your child to the Front Desk to check in. Your child will then be escorted by a staff member to his/her class.
- A child is marked tardy if he/she arrives at school 15 minutes late.
- Attendance records will be kept in your child's school file and will be forwarded to their next school.

ARRIVAL/DISMISSAL

AM Arrival

Staff members are outside to welcome children in the morning between 7:45 and 8:00 am. Parents may bring their child beginning at 7:30am free of charge. At that time of day, it is necessary for the parent to walk the child to their classroom.

Infant and toddler parents are requested to always bring their children to the classroom.

Students Primary age and older should be dropped off in the car line. Please respect this recommendation—it is best for your child's developing independence, and best for the other children as well. When one parent walks their child to the classroom, other children are confused as to why their parent does not do the same.

If you arrive at the school prior to 7:45, please wait in the car line until the stated time when a teacher is available to greet your child.

If you arrive after 8:00 am, please park your car, turn off the engine, and walk your child to the Front Desk. **PLEASE DO NOT PARK ALONG SIDE THE BUILDING OR IN FRONT OF THE MAIN ENTRANCE.** This area is a fire lane that must be kept open.

Dismissal

Routine daily dismissal consists of dismissing the child to the parents/guardians or other authorized adult. The Front Desk staff should be notified in writing if someone not listed on your child's information card will pick up your child. Your child will not be released until the identity of the person involved in a non-routine dismissal is confirmed.

Infant and Toddler students are picked up in the classroom, except at the very end of the day.

For Primary age students and above, we strongly urge you to maintain the consistency of picking your child up in the car line. It is not only best for your child, it also much safer than having parents and children crossing the carline to go to the parking lot.

- **AM Dismissal:** AM Primary students will be dismissed from the School's Main Entrance at 11:20 am. It is important that parents pick up morning students on time. Parents who have both an infant/toddler child and an AM primary child may want to pick up their child directly from the group waiting outside and in the vestibule after collecting the infant or toddler. In this situation, it is imperative that you make contact with the dismissing teacher so they are aware you are taking your child. Also, please hold hands with your children when leaving the school—it is extremely unsafe for a child to run toward the parking lot at dismissal time.
- **PM Dismissal:** Afternoon dismissal occurs at 3:00 pm for primary students at the main entrance. All other students are dismissed between 3:20-3:40 pm. Toddlers are picked up at the main entrance. Elementary students are dismissed through the door directly to the left of the kitchen.

If you arrive at the school late, your child will be brought to the age-appropriate after-school program and you will be charged the daily drop-in rate for after care. We understand that occasional unforeseen circumstances cause parents to be delayed therefore we allow for a 20-minute grace period (3:20 for full day primary, 3:40 for all other classes).

DELAYED OPENING/SCHOOL CLOSING

Brookview Montessori School is surrounded by St. Joseph, Lakeshore and Benton Harbor area Schools. **In the event that all three of these districts are closed due to severe weather, Brookview will either call a two-hour delay (10:00 am start) or close for the day.**

Whatever the status of our three nearest districts, any decision to close is based on several factors, including local road conditions as well as the ability of our faculty and staff to arrive safely. We have faculty members driving from all over the area including Coloma, Eau Claire, and Michigan City.

We need to ensure we will have adequate faculty to appropriately staff our programs (to meet required teacher/student ratios) and provide the proper classroom environment. We also need to ensure the road conditions are safe for our parents and their children.

We generally do not like to call a Snow Day before the snow has arrived, in case the snow misses our area completely. Our situation is different than that of a public school where children travel to school in buses and more lead time is needed. That being said, we are aware that for working parents, it is best to have the information on closing as soon as possible, so that childcare can be arranged. We try and balance these variables as best we can.

Once we have gathered the information needed to make an informed decision on closing, we will do the following:

1. Send a text to all families registered for text notification through School Messenger.
2. Send an email to all families.
3. Post the closing on our Facebook page.
4. Post the closing on our Website.
5. Change the phone message to state that school will be closed.
6. Notify radio and TV stations (WNDU and WSBT and associated websites, and all stations and websites associated with Midwest Family Broadcasting including WSJM.com and moodyonthemarket.com).

In the event of a two-hour delay there will be no AM programming (AM Primary as well as Infant & Toddler programs that dismiss at 11:20 will be canceled for the day).

We know that many of you live in outlying areas where conditions may be different. The final call on the safety of your family lies with you as the parent. If school is open, but you feel that the roads are unsafe in your area, please contact us to let us know your child will not be attending that day.

FIELD TRIPS

Field trips enhance the children's Montessori classroom experience and occur throughout the school year. Information about specific field trips will be sent home prior to each outing. Permission is obtained for each field trip by parents completing the Brookview School Enrollment Contract Addendum at the start of the school year and by the completion of a Permission to Participate on Field Trip and Release from Liability and Indemnification form for each field trip. On all trips, the teacher will act to promote the safety of the students.

CLOTHING GUIDELINES

Montessori philosophy encourages independent self-care for the child.

- **Daily clothing:**
 - Children should wear simple, comfortable clothing that is easy to put on and take off by themselves
 - We recommend rugged clothing that you don't mind getting messy
 - We recommend non-descript clothing, e.g. without popular characters or gimmicks such as lights (including shoes), as such clothing may be a source of distraction
- **Change of clothing:** As Brookview children are always creating, exploring and often going outside, it is strongly recommended that children of all ages have a set of clean, season-appropriate clothes in their cubby, locker, or backpack. This is particularly important for Infant/Toddler and Primary students.
- **Outdoor apparel:** All of our children play outside every day except during heavy rain or extreme cold. Please make sure your child is dressed for the weather. Appropriate outdoor clothing, including snow pants, boots, hats, mittens and shoes that are safe for running and climbing, are required.
- **Inside shoes:** Please provide a pair of closed-toe shoes that your child can put on and take off independently. These are to be kept at school and used only for indoor wear.
- **Physical activity shoes:** Elementary and middle school students are required to have shoes appropriate for running and tumbling on physical activity days.
- **Labels:** All child's clothing, shoes, lunch supplies, and nap supplies should be clearly marked with the child's name. The Lost & Found is located inside the main entrance. Unclaimed items are donated to Goodwill several times a year.
- **Nap supplies:** Children four and under who nap will be provided with a mat for daily nap. Parents should provide a blanket and something to snuggle with if desired. All nap items will be sent home at the end of each week for washing, to be returned on the next scheduled school day.

SHARING IN CLASSROOMS

Children like to share information/items of personal interest with others. We recognize this interest and see it as an opportunity to foster skills important of self-expression. Many classes have specific days when children are welcome to bring items to class to share. Please ask your child's teacher about the specific classroom protocol around sharing as it varies across age levels and classrooms. If your child chooses to participate, please help him/her choose items that are of interest and benefit to the class as a whole (e.g., natural specimens, something from another culture, something the child has made, or an interesting book). Toys, money, candy, video games and similar items should be left at home.

BIRTHDAYS

Birthdays are a rite of passage to celebrate the life of the child. Your child's teacher will have details regarding how birthdays are celebrated in the classroom and your part in that celebration. Parents are welcome to provide a nutritious, special snack for your child's special day. Different breads, muffins, fruit or fruit kabobs are welcome. **Respecting the dietary preferences and allergy concerns of our families, please do NOT send a sugary snack, such as cake, cupcakes, donuts, or anything containing tree nuts or peanuts.**

In consideration of all the children, please do not deliver holiday cards, party invitations or birthday gifts to other children at school. Additionally, please do not use the school as a pick-up spot for your child's parties as it is uncomfortable for the children who are not invited.

HOLIDAYS, CELEBRATIONS AND TRADITIONS

At Brookview, all cultures and traditions are important to us. We introduce the children to a variety of holiday traditions from many different ethnic and religious groups. We do not celebrate all holidays every year but participate in cultural celebrations according to the continent we are studying at that time. Families are invited to help us by sharing stories, traditions, cooking food, singing songs, or playing games from the various cultures.

STAFF APPRECIATION

Each year a special celebration will be planned to honor our teachers and staff. Parents can get involved by joining a committee to plan the event. A week-long celebration providing cards, flowers, and lunch to the staff are typical. Parents are not obligated to participate and are encouraged to do whatever feels right to them regarding the giving of gifts to staff.

Parents sometimes choose to give gifts to teachers at holiday time. This is completely up to the discretion of the parents. Gift cards of any amount are appropriate.

STUDENT RECORDS

Brookview School creates and maintains a student file on each child enrolled. This file includes information provided by the family such as emergency contact information, application, tuition contracts, health records, etc. The file also includes records of attendance, academic progress reports, and achievement test results (upper elementary and middle school students only). Reports of any outside evaluations (e.g., psychological, speech and language, neurological, and occupational therapy) are also included. All student records, in accordance with state requirements, are confidential. If a parent wishes to inspect their child's student records, they may do so after contacting the Executive Director. Parents wishing to have copies of their child's records sent to other schools must submit a Records Release Form, obtainable from the School requesting the records. The student's financial

account must be current for records to be released. Brookview policy is to retain student records for a minimum of sixty years.

How We Communicate

Brookview Montessori School is committed to maintaining clear, concise, consistent two-way communication with parents. The following forms of communication will be used to achieve this goal.

COMMUNICATION METHODS

- **Website** (www.brookviewschool.org)
 - Contains general, up-to-date school information and postings (e.g., school calendar, the handbook, community, academic, and administrative events, school closing information).
 - The most up-to-date version of our School Community Calendar will always be found on our website.
- **Email**
 - You may contact the school office via email at info@brookviewschool.org.
 - The email addresses of teaching and administration Staff will be provided to all parents at the beginning of the school year. Teachers will check their email daily. Urgent messages should be addressed to the front desk.
- **Telephone**
 - Classroom telephones are reserved for EMERGENCY USE ONLY.
 - You may leave a message for your child's teacher via voicemail or with the Front Desk.
- **Text Messages and Email**
 - Some teachers prefer that you use their personal cellphone to text information, particularly if it is time sensitive. Other teachers prefer email communication. Each teacher's communication preferences will be made clear in the Fall Welcome Letter.
- **Friday Folders**
 - Messages, flyers, updates, and school work are generally sent home for children in their backpacks on Fridays.
- **Parent Coffee**
 - Monthly Parent Coffee meetings are held with the Executive Director on various topics, including "Benefits of a Montessori Education", "Montessori at Home", etc.
- **Community Meetings**
 - Occasionally there will be community meetings scheduled to discuss important issues that have come up. We do our best to offer childcare for evening meetings.
- **Parent-Teacher Conferences**
 - Held in Fall and Spring.
 - The purpose is to share observations and information about your child's academic progress and growth.
 - You should not hesitate to contact your child's Lead Teacher to schedule additional conferences if necessary.
- **Parent Classroom Observation:** Parents are welcome to schedule classroom observations starting 8 weeks after school begins in the fall; this allows students time to settle in.
 - Schedule your classroom observation with your child's teacher.

- Spontaneous observations are not allowed. It is not appropriate to stop by school with the intention of visiting the classroom without an appointment.
- Plan to sit quietly and make notes of your comments or questions.
- Refrain from interacting with the children; let them know you are busy with your own work and redirect them to their work.
- Schedule a follow-up meeting or phone call if desired.
- **Year-end Academic Report**
 - A written academic report, including the total number of days tardy and absent, is distributed to parents (of kindergarten age and older) at the end of the year.
- **Outside Marquee**
 - Located in the far-right corner of the school parking lot for parents to read while waiting in the car line.
 - Highlights upcoming key school events.
- **Community Bulletin Board**
 - Located inside the school's front entrance to the right of the Front Desk.
 - Contains information on Montessori education, alumni news, school, classroom and community events.

CONCERNS/PROBLEMS

Most situations are handled best by direct communication between parents and the teacher involved.

Your child's Lead Teacher is the first line of communication, and all questions about the classroom should be directed to the Lead Teacher rather than the Assistant Teacher. If the Lead Teacher is not present, the Assistant Teacher will be glad to deliver a message to them that you have a concern. (NOTE: Please refrain from addressing concerns with your child's teacher in the car line.)

If you have a concern about the Lead Teacher, the best approach is still to speak with the teacher directly. While the Department Coordinators (for Infant/Toddler and Primary Programs) and Executive Director are always available to discuss concerns, anything regarding the classroom or Teachers will be referred to the Lead Teachers first.

Health & Safety

HEALTH AND WELLNESS

Brookview Montessori School encourages the eating of healthful foods and the participation in developmentally appropriate levels of physical activity to help its children grow, learn and thrive.

Nutrition

- We encourage healthy lunches, and beginning in the Primary years, encourage involving the child in the preparation of their lunch. Please send prepared lunches (instead of lunchables and the like). We do not heat or refrigerate lunches for children so please include an ice pack and/or thermos for things that need to be kept warm. Beginning in Upper Elementary, students are allowed to use the microwave in the kitchen to heat their lunches. We will provide sticker labels with a child's full name on it for each student.

- Brookview is considered a candy-free environment, other than at Trunk or Treat, our Halloween festival. Please do not send candy or allow your child to pack candy in their lunch.
- We provide a healthy snack each morning and again in the afternoon for students in in aftercare or a late day program. The purpose of the snack is to allow the child to practice the grace and courtesy required to serve the snack and interact with peers while eating snack. While the child will enjoy the extra nourishment of a healthy snack, it is neither a substitute for a healthy breakfast, nor viewed as a “treat”.

Recess

We try and give the children outdoor time each day, and sometimes twice in a day, weather permitting. For Infants and Toddlers, the children will have indoor recess if the temperature including wind chill is below 20 degrees. For Primary and older, the children will have indoor recess if the temperature including wind chill is below 10 degrees.

We are unable to accommodate parent requests for a child not to be allowed to participate in recess because they are under the weather. We are not staffed for such situations and have been advised by medical Doctors that if a child is too ill to be outside, they are too ill to be at school.

HEALTH CARE PRACTICES AND PROCEDURES

The following practices and procedures have been implemented to protect the health of children and staff.

Hand Washing

Children and staff are required to wash their hands before eating, and after using the bathroom and blowing their noses. Students also wash their hands if they put their fingers/hands in their mouth or nose, after they do art, when coming inside from the playground, or taking care of animals.

Handling Bodily Fluids

All staff members regularly complete OSHA Blood Borne Pathogens training. The training provides all staff members training in universal cleaning procedures to protect the children and themselves against possible contamination from bodily fluids.

Cleaning/Sanitizing Equipment, Toys & Other Surfaces

Equipment, toys and other surfaces are required to be regularly cleaned and sanitized to minimize the spread of disease. Sheets used in the infant and toddler programs are washed and sanitized at least weekly.

Controlling Infection

The school uses disposable paper products to control the spread of disease. In addition, sickness and wellness procedures are in place to isolate and remove children who have or may have communicable diseases. If the teachers and staff notice a child showing symptoms of an infectious disease, the school will send the child home immediately and take the following precautions:

1. The school will contact the Berrien County Health Department to discuss course of recommended action for this particular illness as required.

2. The school will institute special daily disinfection procedures, as required.

Health Resources

Berrien County Health Department

www.bchdmi.org

American Association of Pediatricians

www.aap.org

Mayo Clinic health information

www.mayoclinic.com/health/childrens-health

Kids Health-addresses a wide variety of health issues

www.kidshealth.org

Center for Disease Control-Infant & Child Health *Nutrition and Fitness*

www.cdc.gov/--Center

Baylor University Nutrition

www.bcm.edu/cnrc/resources/kids.html

National Institute of Health www.nhlbi.nih.gov/health/public/heart/obesity/wecan/

American Heart Association –Children’s Health

www.americanheart.org

SICKNESS AND ILLNESS

When to stay at home:

- If your child is not feeling well enough to participate fully in all school programs
- FEVER- any temperature over 100.4; less if the child feels badly or acts “out of sorts”
- DIARRHEA-more than one episode in a two-hour period
- VOMITTING for any reason
- RASH – undiagnosed
- SCABIES or LICE
- ANY COMMUNICABLE DISEASE (e.g., pink eye, strep throat, chickenpox)
 - Inform the office of the diagnosis of a communicable disease or illness
 - Notices will be sent to the families whose children have been exposed. The child’s name will be confidential

When to return to school:

- When a FEVER is absent for 24 hours (without fever reducing medicine)
- When the child who been on had antibiotics for 24 hours or more for a bacterial infection, has no fever
- When a RASH is diagnosed as non-contagious by a physician
- When DIARRHEA has stopped for 24 hours
- SCABIES AND LICE must be cleared, and nits completely gone
- A child with CHICKEN POX may return only when all lesions (rash spots) are completely crusted over and healed.

If your child becomes ill at school:

- If a teacher determines it necessary, a parent/guardian will be contacted and asked to come for the child immediately.
- If indicated, the child will be isolated from other children until a parent arrives.

- We will do our best to make your child comfortable until you can pick him up (cold compresses, clear liquids, rest, use of the rest room, etc).
- In cases of extreme medical emergency, the staff will call 911 and the child will be taken to the medical facility determined by the 911 staff. The parents will be notified and directed to the medical facility where the child is taken.

Medication storage and administration:

- Prescription and non-prescription medicine will be administered ONLY when accompanied by a Medicine Administration Form from a parent/guardian. Medical permissions slips are not required for sunscreen and insect repellent. There is a specific form that covers those two categories.
- A Medicine Administration Form (available from the front desk) must be completed specifying exact procedures for the administration of the medications.
- All medications must come to the school in their original container with the name of the medication and the child's name
- Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name, expiration date and strength of the medication, and shall be administered according to those instructions.
- A record will be kept in the Office specifying the date, time, medication, dosage, and name of the person administering the medications.
- All medications are locked in the Office Medicine Cabinet.

Children may not keep medications of any kind with them. DO NOT SEND MEDICATION (PRESCRIPTION OR NON-PRESCRIPTION) IN YOUR CHILD'S BACK-PACK, LUNCHBOX, PURSE OR BAG.

ACCIDENTS AND EMERGENCIES

- **Minor Accidents:** If an accident is considered minor by Brookview staff, the following procedures will be followed:
 - Basic first aid (if necessary) is provided (cleaning and application of a band-aid).
 - An accident report is completed with a copy put in student's file and one provided for the parents/guardians.
- **Emergencies:** If an accident is considered an emergency by Brookview staff, the following procedures will be followed:
 - The parent/guardian will be contacted immediately.
 - If a parent/guardian can't be reached, then the person listed as emergency contacts on the child's Health Record will be contacted. We require at least two emergency contacts with permission to pick a child up, besides the parents/guardians.
 - If necessary, an ambulance will be called, and the child transported to the hospital identified in the Health Record.
 - Basic First Aid procedures will be provided by Brookview staff.

EMERGENCY PREPAREDNESS

Licensing mandates the following:

- **Fire Drills**
 - Six randomly scheduled fire drills will be conducted throughout the school year in conjunction with the local fire department.

- Teachers and students periodically review the drill procedures, which are posted in a visible location in each classroom.
- The Drill
 - Each classroom is assigned multiple exits from the classroom in the event that a fire is discovered. The preferred exit will be chosen based on location of the fire and student safety.
 - Once outside the building, all students are guided safely by their teachers to gather on the playground.
 - Children remain on the playground until the drill is over and the “all clear” is called.
 - Teachers then guide the children back to class to talk about what they experienced and to reassure them of their safety.
- **Tornado Drills**
 - Two randomly scheduled tornado drills will be conducted throughout the school year
 - The Drill
 - Each class is assigned to a location that would be safe in the event of a tornado (e.g. under a stairwell, in a restroom, or an internal hallway)
 - Children sit on the floor with their heads down until the drill is over and the “all clear” is called
 - Teachers then guide the children back to class to talk about what they experienced and to reassure them of their safety.

The Berrien County Sheriff’s Office mandates the following:

- **Lock-down Drills**
 - Three randomly scheduled lock-down drills will be conducted throughout the school year.
 - The Drill:
 - The yellow strobe lockdown alarm lights in each room can be activated by any teacher’s or staff member’s alarm button.
 - Teachers are informed as to the type of lockdown (internal threat, external threat, or shelter in place)
 - Lights are turned off, doors locked, blinds closed, cell phones and computers are turned off.
 - Children are informed that they are going into “lockdown mode” and quietly guided to pre-designated safe location – the location changes depending on the type of drill with the goal that the children cannot be seen by the source of the threat.
 - Children remain in lockdown until police have given the “all clear”.
 - Teachers then guide the children back to class to talk about their experience.
 - If you arrive at the school when a drill is in progress, please remain in your car and wait until the all-clear is given. Do not attempt to enter the school or pick-up your child during a drill.

CODE OF CONDUCT

Dr. Maria Montessori integrated a code of conduct into her curriculum emphasizing grace and courtesy. Children are guided and expected to behave respectfully toward each other, themselves, and their physical environment, thereby ensuring a safe and secure learning environment. At Brookview, our approach to discipline is based on empowerment, mutual respect, and trust. Discipline refers initially to

a child's ability to responsibly guide his or her own behavior. Self-discipline is considered a necessary life skill that is acquired through appropriate guidance and individual effort. Self-discipline is developed from the earliest age in the infant/toddler program through middle school. Teachers and staff use positive methods of discipline that are age appropriate and encourage self-control, self-direction, self-esteem, and cooperation.

Freedom within limits is at the core of the Montessori philosophy. Montessori children enjoy considerable freedom of movement and choice; however, their freedom always exists within carefully defined limits on the range of their behavior. They are free to do anything appropriate within the ground rules of the school community. However, they are guided with prompt and firm redirection with reminders of ground rules and expectations when necessary. The adult may say, "Paints are only for paper, would you like help to clean this up? Then, I will help you choose another activity." Preparation of the environment and carefully defined ground rules are key to successful discipline. When a child oversteps these boundaries and redirection does not work, a serious discussion of the situation occurs between the teacher and the student. At this time, age appropriate consequences directly relating to the situation are laid out. For example, if a four-year-old is painting on the wall instead of the easel and refuses to stop when asked, she would lose the privilege of using paints for the remainder of the day. With any act of physical aggression, or if a child is endangering his or her safety or the safety of another person, an adult will intervene immediately and remove the child from the situation. Once the child/children are safe, the teacher can assess the situation and choose appropriate discipline measures, if required.

If the child's body is out of control and he or she is unable to respond to redirection, discussion, or consequences, the teacher may choose to have the child sit quietly in a calm part of the classroom to regain self-control. When the child is able to return to work calmly, he or she may do so, with permission from the teacher.

Staff intervention will always consider the age and developmental level of the child. If a child seems unable to cooperate with teacher and staff efforts to develop self-discipline, the parents will, at an appropriate stage as determined by a teacher or staff member in consultation with the Program Coordinator and/or Executive Director, be notified and included in the planning process for addressing the child's behavior issue. Brookview Montessori School may institute appropriate consequences, as stated in the Discipline Policy outlined below.

CELLPHONE POLICY

At Brookview Montessori School we consider cellphones a useful tool for communication with parents. That being said, we do not consider school a place for regular cellphone usage. In order to model appropriate behavior, we ask that parents do not enter the building while on their cellphones, nor make phone calls on their cellphones while in the building. We also ask parents not to hand cellphones to their children for whatever purpose while in the building, and we urge that parents follow this same procedure at home.

Each class has their own cellphone policy, but general guidelines are as follows:

- Elementary students should leave cellphones home, they should not be at school, even in their backpacks.
- Middle School students may have cellphones at school, but they should be *off and away*, that is, in their backpacks and off, from the time school starts in the morning, until dismissal from the classroom.

- In extenuating circumstances, where a parent needs for an Elementary child to have a cellphone for communicating with them about pick up time or other afterschool activities, the cellphone can be checked in at the front desk and used when needed.
- If a cellphone is being used inappropriately, or at an inappropriate time, a teacher can confiscate the phone for the remainder of the day.
- Repeated inappropriate use of the cellphone will result in the student losing the privilege to have the phone at school.
- Even in the case of confiscation, a cellphone remains the property of the student, and a staff member may not view the contents of a student's cellphone without permission from the student.

Discipline. Brookview School will make every attempt to accommodate specific student needs to create a learning environment that is successful for every child within the Montessori methods and philosophy. Occasionally, the student's needs cannot be met. Brookview School reserves the right to impose discipline on the student in accord with the Discipline Policy or the Discipline/Guidance Policy for Infants and Toddlers if, in the opinion of the teachers and school administration, the child is not able to benefit from the program or is a disruptive influence upon the other students and class. The Discipline Policy shall be applied in such instances in a manner appropriate to the age of the student and the Program in which the student is enrolled. For Children enrolled in the Infant program or the Toddler Program, the Discipline/Guidance Policy for Infants and Toddlers shall be applied rather than the Discipline Policy.

Destructive or Disruptive Offenses. Destructive or Disruptive offenses subject to suspension or dismissal are extremely rare and include, but are not limited to, the following:

- Continued disobedience and/or disciplinary problems
- Physically aggressive behaviors and/or violence or threat of violence to another person
- Tantrums and/or continual outbursts
- Repeated failure to follow school rules and/or norms of civil behavior
- Verbal and/or mental abuse
- Harassment or bullying, including cyber bullying
- Vandalism or the willful destruction of school property or the property belonging to others in the school
- Theft or the taking of another's property without the owner's permission
- Substance abuse
- Bringing weapons to school

Prohibited Forms of Discipline. Under no circumstances will teachers and staff be permitted to touch a student abusively or roughly, speak to a student in a derogatory or disrespectful manner, or deprive the student of regularly scheduled meals or use of the bathroom. The following forms of student discipline/punishment are specifically prohibited by the Michigan Department of Human Services:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a student.
- Depriving a student of meals, snacks, rest, or necessary toilet use.
- Confining a student in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Discipline/Guidance Policy for Infants/Toddlers & Primary Students

Discipline in the infant/toddler primary programs is appropriate to the developmental level of infants and toddlers. Self-discipline is taught at the earliest age. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc. Teachers and staff use positive methods of discipline that are age appropriate and encourage self-control, self-direction, self-esteem, and cooperation. Children in the infant and toddler programs are not punished; they are taught by positive guidance. Discipline is never associated with eating or toileting. Children are never labeled as “bad” or “naughty”.

Prevention is an important technique used at Brookview. Teachers are alert to situations that could precipitate a child’s frustration or a dispute between two or more children. When children are not in danger of hurting or being hurt, they are allowed time to work out their differences. Adults step in as guides, putting the situation into simple language the children can understand. Children are asked for input into the solutions. In this way, children learn how to get along with others.

Redirection is also used with infants and toddlers. When a potential problem becomes evident, children can be guided into an acceptable activity and offered appropriate choices.

Children who are disruptive or hurtful to others may be requested to sit away from the group until they are ready to rejoin it. The children themselves may determine they are ready, or the teacher may invite them to rejoin the group. Parents of children with excessively disruptive or hurtful behavior may be asked to seek professional assistance. Parents may be required to remove their child from the infant and toddler program if his/her behavior significantly disrupts the harmony of the group.

DISCIPLINE POLICY

Purpose. The purpose of the Brookview School Discipline Policy is to encourage a constructive approach to discipline that creates opportunities for students to address problems and misunderstandings, and develop better self-control, self-direction, self-esteem, cooperation and motivation to become engaged, constructive members of society. The Discipline Policy shall be applied in a manner appropriate to the age of the student and the Program in which the student is enrolled.

Awareness. As appropriate during the school year, teachers and staff shall raise awareness of the Code of Conduct and how students can incorporate it in their daily behaviors.

Prevention. Brookview School’s teachers and staff are leaders who should nurture and model a school climate that fosters community and civil behavior. They should use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. For example, when a child is disruptive, teachers and staff should provide guidance (“Please use your quiet voice,” or “Please use your walking feet”), rather than censure (“Don’t yell,” or “Don’t run”).

Our goal at Brookview School is to lead the child towards self-discipline through nurturing and sensitivity. The following guidelines for teachers and staff epitomize the means by which the Montessori Method addresses the need to effect change towards positive behavior through observation, preparation of the environment, lesson planning, and teaching:

- Be consistent. Children rely on and expect fairness which comes from consistency.
- Each child is an individual; respect for each child allows you to communicate effectively.
- Consider the age of the child and apply procedures and discipline that are appropriate to the child and the Program in which the child is enrolled.

- Set and reinforce expectations, rules, and limits. Keep these simple. Involve older children with defining and following them.
- Teach and use age-appropriate methods of conflict resolution.
- Whenever possible give the child two appropriate choices. If necessary, have the child remain with an adult rather than giving her or him repeated opportunities to be aggressive and/or destructive.
- Restraint may be used when reasonably necessary, based on the child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.
- Review your own actions and behaviors. Avoid creating situations that trigger misbehavior.
- Do not embarrass a child in front of others. Do not scold a child in front of others. Speak to the child individually and away from others.
- Provide "cool down time." Let time pass and tempers cool before speaking to the child privately.
- Learn about the child's background – learning style, learning needs, and cultural backgrounds.
- Develop positive partnerships with parents and guardians. Communicate something that is positive about the child on a regular basis.

There may be occasions where teachers and staff are unaware that a child has reason to complain about the actions of another child. Teachers and staff shall make children aware that they can safely (and confidentially) communicate complaints about problems with other children (and any other matter) to teachers and staff.

Teachers and staff shall interact and communicate with each other and with the Licensing Coordinator and Executive Director for the purpose of preventing issues from developing into disciplinary situations. After all classroom alternatives have been exhausted, the teacher or staff member shall communicate the situation to the Executive Director on an Initial Concerns Form.

Intervention

Please note that the law identifies teachers and staff as *Mandatory* Reporters. Teachers and staff are required by law to report suspected incidences of child abuse, neglect, or exploitation. If a teacher or staff member suspects sees evidence of a child being subjected to physical abuse, they will call the Department of Child and Family Services, and a written report will also be submitted.

Teachers and staff may exercise their judgment to choose, depending on the circumstances, to intervene in issues that may become a disciplinary situation. Intervention may be undertaken at different stages as set out below. It shall be up to the judgment of the teacher or staff member whether to start intervention at Stage 1, or go directly to Stage 2 or Stage 3. Descriptions of special situations follow below the descriptions of three stages of intervention.

Stage 1. In this stage, an issue arises and is addressed by the parties and the first teacher or staff member who becomes aware of a problem.

1. Teachers and staff members shall, where appropriate, encourage students to work out issues among themselves. In situations where the issue involves only an individual student, teachers and staff members will work with that student to resolve the issue.

2. If this does not help to resolve an issue, the teachers and staff shall give guidance to those involved. Depending on the situation, this may include one or more of the following: redirection, discussing/clarifying expectations, confiscation, isolation from others, discussing/clarifying seriousness and consequences.
3. If this does not help to resolve an issue, the teachers or staff shall communicate the situation to the Executive Director on a Stage One Initial Concerns Form.
4. After consultation with the Executive Director, teachers and staff members may inform the parents/guardians of student(s) involved in a situation. Teachers and staff may ask the parents/guardians to meet with teachers or staff for the purpose of including them in the planning of a process for addressing the issue involving the student.
5. Teachers and staff shall maintain confidentiality among those involved in the School's internal disciplinary process.
6. If the guidance of the teachers and staff does not resolve the difficulty, the staff shall report the matter to the Executive Director and proceed to Stage 2.

Stage 2. In this stage, the issue is addressed with the involvement of the Executive Director.

1. The Executive Director shall investigate every report from teachers and staff about a discipline situation. The Executive Director shall interview participants and witnesses, and review evidence, as necessary. The Executive Director shall give consideration to the age of the student(s) involved in a situation and the Program(s) in which the student(s) is/are enrolled.
2. The Executive Director shall assess if the harm is harassment or bullying and take appropriate disciplinary action in accord with this Discipline Policy. See the Harassment and Bullying Prevention and Management Policy.
3. The Executive Director shall consider informing parents/guardians of the student(s) involved in a situation and involve them in the discussion as the Executive Director considers appropriate.
4. The Executive Director shall involve the student(s) in a process that may include the following activities as may be appropriate to the age and program of the student(s):
 - a) Describe the issue or problematic behavior to the student(s) in a specific and concrete way and explain the impact(s) on the recipient(s).
 - b) State the School's policy on discipline, and possible action or consequences.
 - c) Discuss expectations in a specific and concrete way.
 - d) Explain options and encourage student(s) to suggest remedies.
 - e) Indicate when the Executive Director will check back with the student(s), teachers, staff and parents/guardians to see if the issue has been resolved.
5. The Executive Director shall document a summary of these events on a Stage Two Incident Report, including names, times and methods of communication, and retain a copy in the School's administrative files.

Stage 3. In this stage, the issue is addressed with a formal plan. The Executive Director shall take the following action:

1. Notify the parents/guardians involved that action will be taken.
2. Assess the need to refer to the appropriate experts authorities, including outside specialists (e.g. psychologists, occupational therapists), contracted by the parents/caregivers either through the Berrien County Regional Education Service Agency (Berrien RESA) or privately by parents as discussed in the policy regarding Students with Learning, Behavioral and/or Emotional needs.

3. Ensure that a formal plan is prepared to address the cause of the discipline problem. The plan shall include specific accountabilities for monitoring and follow-up and may include disciplinary action.
4. Ensure that all steps in the plan are implemented in a timely manner.
5. Document a summary of these events on a Stage Three Intervention Plan Report including names, times and methods of communication, and retain a copy in the School's administrative files. The following issues require a Stage 3 response:
 - a) **Violent Behavior.** If a student acts violently towards another student or a teacher or staff member, the circumstances will be immediately reviewed by the Executive Director and the student may be suspended from the school for one or more days, without a warning. For behavior or threats of a serious nature, the suspension shall be for five or more days, without a warning, and the student may be dismissed from the School without the possibility of re-enrollment.
 - b) **Weapons.** A weapon is anything that is commonly used or designed to hurt someone or to cause someone to be fearful. Weapons of any kind are prohibited on school premises. If a student is found in possession of a weapon such as a knife or other dangerous object, the circumstances will be immediately reviewed by the Executive Director and the student may be suspended from the school for one or more days, without a warning. For weapons threats of a serious nature, the suspension shall be for five or more days, without a warning, and the student may be dismissed from the School without the possibility of re-enrollment.
 - c) **Drugs.** If a student is found in possession of drugs, the circumstances will be immediately reviewed by the Executive Director and the student shall be suspended from the school for one or more days, without a warning, and the student may be dismissed from the School without the possibility of re-enrollment. For the purposes of this policy, "drugs" means any mind-or-mood altering substance or a facsimile of any such substance or any substance that a student believes to be a drug or represents to others as a drug, but does not include over-the-counter drugs taken for medicinal purposes by a student or medicinal substances prescribed by a licensed medical practitioner for the use of the student concerned.

Disciplinary Action

- **Counseling.** The Executive Director may ask the parents/guardians to seek appropriate counseling or other assistance, to best meet the needs of the student and to maintain a quality program for all students. The Executive Director might require that counseling be sought before the child is allowed to be in school.
- **Probation.** The Executive Director may set a limited probationary period of seven to sixty days to try to work out the problems if there is a serious question about whether the student can function in a healthy way in the School.
- **Student Suspensions.** When misbehavior creates a serious infraction of the Code of Conduct, a student may be required to leave the classroom for an in-school suspension or may be required to leave the school for a school suspension. These may occur at the sole discretion of the Executive Director. When a suspension is invoked, the parents/guardians will be called to pick up the student immediately. The student will only be released to an authorized person.
 - The suspension will only be terminated after a meeting with the Executive Director, the student and the parents/guardians.

- Conditions for reinstatement will be agreed upon by all parties, but in the absence of an agreement, may be imposed by the Executive Director in his or her sole discretion.
- **Dismissals.** The Executive Director may ask parents/guardians to withdraw the student from the School if, in the opinion of the teachers and staff, the student is not able to benefit from the program or is a disruptive influence upon the other students and class. If a child is dismissed by the Executive Director, the student will be directed to withdraw from the school without the possibility of re-enrollment.

Process and Timelines

To enable timely responses to discipline issues as they arise, the Executive Director may delegate his/her authority under this policy to another teacher or staff member for periods when the Executive Director is unavailable.

Time is of the essence in dealing with some discipline issues, since the related hazard or damage may continue while the interventions and planning are under way.

- **Stages 1 and 2:** Proceed in a timely manner at discretion of the teachers and staff and the Executive Director.
- **Stage 3:** Once the Executive Director determines that the matter requires a Stage 3 response, a plan shall be completed in 5-10 working days. If a suspension or a dismissal is deemed necessary, this may be implemented immediately by the Executive Director.

Appeals

The parents/guardians may appeal a school suspension or dismissal to the Executive Committee. This appeal must be made in writing within ten (10) days of the written notification from the Executive Director of a suspension or dismissal to the parents/guardians. The Executive Director shall file a response within five (5) days of receipt of the appeal and all supporting documents from the parents/guardians. The Executive Committee shall act upon the appeal within ten (10) days of the receipt of the appeal and all supporting documents. During the period that the appeal is in process, the suspension or dismissal shall remain in effect.

Harassment/Bullying Prevention and Management Policy

Statement of Policy. Brookview School expects all students, teachers and staff to be treated with respect and courtesy, in accordance with the Code of Conduct. Any incident of harassment or bullying that comes to the attention of teachers or staff shall be actively addressed. Whenever a teacher or staff member determines that an incident of harassment or bullying has occurred, the teacher or staff member shall communicate the situation to the Executive Director on an Initial Concerns Form.

Purpose. The purpose of this policy is to maintain a respectful environment within the Brookview Community that prevents harassment and bullying from occurring and, in the event that it occurs, promotes healing and justice for the victim/target, and healing and accountability for the harasser/bully. The procedures for determining accountability shall be as set forth in the Discipline Policy.

Definitions

- **Harassment:** Harassment is behavior by one or more students (harassers) that has the purpose or effect of offending or demeaning an individual or group of individuals (victims) on the basis of race, color, size, ancestry, place of origin, nationality, religion, family status, physical or mental ability, age, gender, or sexual orientation. Harassment can be a single incident or a series of incidents. The unwelcome comment or conduct does not have to be

directed at a specific person for harassment to occur. Comments or conduct that tend to ridicule or disparage a group may give rise to an offensive environment and thus to harassment.

- **Bullying:** Bullying is a pattern of repeated aggressive behavior, with negative intent, directed from one student (bully) to another (target) where there is a power imbalance. This aggressive behavior includes physical or verbal behavior and is an intentional and purposeful act meant to inflict injury or discomfort on the other person. There are three critical conditions that distinguish bullying from other forms of aggressive behaviors, including:
 - **Power:** Children who bully acquire their power through physical size and strength, by status within the peer group, and by recruiting support of the peer group.
 - **Frequency:** Bullying is not a random act. Rather, bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the child being bullied that can be so detrimental and have the most debilitating long-term effects.
 - **Intent to harm:** Children who bully generally do so with the intent to either physically or emotionally harm the other child.
- **Cyber-Bullying.** A variation of bullying is cyber bullying. Cyber bullying is willful and repeated harassment and intimidation of a person through the use of digital electronics. It includes, but is not limited to, email, instant messages, text messages and internet postings. Unwarranted contact may take place in, or occur on, social networks, chat rooms, blogs or cell phone text.

When determining whether a specific behavior is bullying, teachers and staff should consider whether or not it:

- is repeated over time
- is intended to hurt
- involves a power imbalance

Scope of the Discipline Policy. This policy addresses harassment and bullying, including cyber bullying, of one or more students by one or more other students enrolled in the School at the time of the incident. The scope of this policy covers any activity, on the School grounds or at a location, activity, function or program that is not school related, that creates a hostile environment at the School for the victim/target, infringes on the rights of the victim/target at School or materially and substantially disrupts the education process or the orderly operation of the School. It will apply to the use of electronic devices as well as the use of School or home computers, programs or networks.

Awareness. As appropriate during the school year, teachers and staff shall raise awareness of the Harassment and Bullying Prevention and Management Policy.

Prevention. Brookview Montessori School's teachers and staff shall strive to be leaders who nurture and model a school climate that fosters community, prevents harassment and bullying, and works for forgiveness, healing and reconciliation when either of these occurs. Teachers and staff shall make students aware that they can safely (and confidentially) communicate complaints about harassment and bullying (and any other matter) to teachers and staff.

Intervention at Different Stages. Teachers and staff may exercise their judgment to choose, depending on the circumstances, to intervene in issues that may involve harassment or bullying. Intervention may

be undertaken at different stages as set in the Discipline Policy. It shall be up to the judgment of the teacher or staff member whether to start intervention at Stage 1, or go directly to Stage 2 or Stage 3. In any event, teachers and staff shall immediately take steps to restore a sense of safety to the victim/target and/or to protect the victim/target from possible further incidents.

What You Can Do

At Brookview Montessori School parents are seen as partners in educating their children and in ensuring the success of the school. From experience we have learned that parental involvement leads to a stronger sense of community and school satisfaction.

There are many ways parents are involved at Brookview and we are always open to new ways of contributing. We strongly encourage parents to find a way of being involved that works for them and their unique personal life situation, skills, and interests.

BE INFORMED

Please refer to the section HOW WE COMMUNICATE for detailed information on the various ways you can obtain information about your child(ren)'s educational experience at Brookview School. Do not hesitate to reach out to the School Office if you have questions or require further assistance.

COMPLETE FORMS

Updates to all forms are required annually, unless noted.

- Written Information Packet Form (one per family)
- Parent Notification of Licensing Notebook (one per family)
- Brookview Registration Information Form (one per child-new families only)
- Child Information Record (one per child)
- Health Appraisal (one per child-age appropriate)
- Statement of Health/Activity Restrictions (one per child-age appropriate)
- Bug Repellant/Sunscreen Permission Form (one per child)
- Parent Volunteer Information Form (one per family)
- Documentation of Volunteer Hours (two included-request more if needed)
- Tuition and Fees for the applicable School Year and Summer Program
- Early Bird and Todo el dia/Afterschool Reservation Form
- Brookview applicable school year Tuition Payment Options/Instructions
- Infant/Toddler/Primary Typical Daily Routines (one per family-age appropriate)
- School Closing Policy for Inclement Weather
- Pest Management Advisory Schedule (one per family)
- Preliminary School Calendar for the applicable school year (one per family)

Please include any special health problems such as allergies or dietary restrictions on your child's health form and Brookview will make every effort to accommodate them.

Important Note on Immunizations: Michigan Licensing Law requires that your child's immunizations are up-to-date before they can start their first day of school. Your child's physician may provide this information in writing on the back of the Health Appraisal form. If they do not, you may also ask for a copy of the Immunization Record. Both of these forms are

suitable for our files. The only exception to the Health Department waiver is if a vaccination is contraindicated because of a health issue as determined by a medical professional. A form for this situation is available upon request.

Our full Immunization Policy is as follows:

Rationale:

- The protection of a child's good health and safety is among the top priorities of the Brookview School mission.
- Brookview is a school community that promotes frequent interaction between students of different age groups. Within the Brookview classrooms, there are currently children between the ages of 6 weeks and 14 years old.
- School practices and policies ensure that safeguards are in place for multiage interactions.
- With the consultation of practicing physicians in Michigan, Brookview bases its immunization policy on best practices for prevention of disease transmission, as opposed to simply meeting state standards.

Policy:

- Brookview has a goal of 95% fully immunized students.
- Beginning 9/1/2019, new students (including siblings of current students) must have proof of up-to-date immunizations.
- Acceptable vaccine waivers for new students will be limited to certified Medical Waivers that have been issued and approved by the State of Michigan.
- Currently enrolled students with waivers classified as Philosophical, Religious, or Other will be allowed to re-enroll. However, Brookview reserves the right to discontinue this practice of 'grandfathering' non-medical waivers.
- Brookview reserves the right to decline admission or re-enrollment to any child who is not immunized.
- Enrolled children are required to keep their immunizations up-to-date, and in compliance with the requirements of state law and regulation concerning immunizations.
- Any child who does not have a current immunization record or approved waiver on file at Brookview by the first day of school will not be allowed to attend school at Brookview until the required documentation has been submitted.
- Brookview reserves the right, during outbreaks of illness, to exclude from the school any child who has not been fully immunized. Direction regarding exclusion of students in this scenario will come directly from the Berrien County Health Department. In such cases there will be no refund or adjustment of tuition for affected students.
- All employees of Brookview are required to be fully immunized and must have up-to-date proof of vaccination status on file with the school prior to the first day of classes.
- Waivers for employees will be limited to approved Medical Waivers.
- Brookview reserves the right to decline employment to, or terminate the employment of, any person who is not fully immunized.
- "Fully immunized" means, at a minimum, that a person has received the immunizations or has proof of immunity to the immunizations required by state law

and regulation for attendance at Michigan public schools. In addition, Brookview may add immunizations required for “full immunization” in consultation with physician advisors and the Berrien County Health Department.

PARENT EDUCATION

A number of parent education topics are offered throughout the school year that parents are encouraged to attend. These include:

- Montessori curriculum nights (detailed explanations of classroom curriculum).
- Program information meetings between faculty and parents of children who will be moving up to the next program.
- Films, workshops, or speakers on child development and parenting issues.

VOLUNTEERING, PARENT PARTICIPATION & COMMUNITY INVOLVEMENT

Brookview is an independent, non-profit community school, and the parents and guardians of Brookview students are members of the Brookview Community. As members, parents support the school through volunteerism, attendance at school events, meetings of the Brookview Community, contributing to the Annual Fund, purchasing tickets and attending the Brookview Auction, and participation in the SCRIP Program.

There are many ways you can enrich Brookview life through the donation of your time. Volunteer opportunities include, but are not limited to:

- Board of Directors Membership or Committee Membership: Occasionally, opportunities arise to serve as a member of the Board of Directors or by assisting with various Board committees. Available committee membership information can be found in the most recent version of the Parent Volunteer Information Form.
- Alumni Research (tracking down alumni, updating contact information)
- Family Ambassador Program (welcoming new families)
- Information Technology (technological help for staff or students, including website assistance)
- Library (cataloguing, organizing)
- Materials (constructing materials for teachers, cutting and laminating)
- Reading with children in the classroom
- Literature Circle (Lower Elementary)
- Playground and Landscaping
- Slow Snack Program (purchasing and preparing healthy snacks)
- Special Events (planning and coordinating events at Brookview and in the community, helping with set up and clean up)
- Farm and Garden (we always need help with the springtime garden, particularly on weekends)

Check with the Front Desk for the name of the contact person for each listed volunteer activity. Please note that Brookview Montessori School does not allow volunteers unsupervised contact with children.

On the Tuition and Fee Statement document, Brookview families incur a \$300 Volunteer Deposit. This deposit is refundable if you choose to volunteer 25 hours during the school year. Each time you volunteer, please document your hours on a Documentation of Volunteer Hours Form and turn it in to the front desk, keeping a copy for your files (available in the yearly Enrollment Packet as well as at the front desk). Once you reach 25 hours, you may request this refund in writing. After doing so, your deposit will be refunded in the form of a check or credit to your FACTS account. The "Volunteer Year" runs from July 1 to June 30, that is, Volunteer hours completed by June 30 can be used toward the 25 hours for the previous school year. Families then have until July 30 to request their volunteer deposit back, after which the deposit is forfeited.